



King County

FIRE MARSHAL

DEPARTMENT OF DEVELOPMENT AND ENVIRONMENTAL SERVICES

FIRE MARSHAL DIVISION

Annual Salary Range \$78,335 - \$99,294

Job Announcement: 06KG5836

OPEN: 2/1/06 CLOSE: 2/28/06

WHO MAY APPLY: This position is exempt from career service and is open to all qualified applicants.

WHERE TO APPLY: Required forms and materials must be sent to: **DDES Human Resources, 900 Oakesdale Avenue SW, Renton, WA 98055, Fax 206-296-6728.** Email applications are encouraged at ddesjobs@metrokc.gov (all application materials must be included). MS Word format is preferred. Applications materials must be received by 4:30 p.m. on the closing date (postmarks are NOT ACCEPTED). **PLEASE NOTE:** Applications not received at the location specified above and those that are not complete may not be processed.

FORMS AND MATERIALS REQUIRED:

- [King County application form](#)
- Resume
- Letter of interest detailing your background and describing how you meet or exceed the requirements

WORK LOCATION: 900 Oakesdale Avenue SW, Renton, WA.

WORK SCHEDULE: This position is exempt from the provisions of the Fair Labor Standards Act, and is not overtime eligible. The position generally works Monday through Friday.

PRIMARY JOB DUTIES INCLUDE: Responsibilities for this position may include the administration and management of the operating units of the King County's Fire Marshal Division in the Department of Development and Environmental Services (DDES). The Fire Marshal reports to the Department Director. Service areas include unincorporated King County and contracted cities. Operations include: review and inspection of new building construction and fire systems; annual life/safety inspections of existing buildings; and fire investigation. Management duties may include: strategic planning; budget development and monitoring; policy and procedure development; personnel management of the fire marshal's office; and serving as a key member of the Department's Senior Management Team. Essential duties may include:

1. Provide strategic planning for the Fire Marshal Division through the development and implementation of work programs and budgets. Develop performance goals, monitor progress and budget and regularly report progress.
2. Determine staff assignments based on resources and projected workloads. Ensure effective office organization and delegation. Ensure all essential duties are satisfied.
3. Review legislation, rules and policies; assess impact on section and ensure successful integration into programs. Identify the need for new legislation or policies and develop implementation plan.

4. Provide personnel management and development of staff. Select new employees, develop employee training program, counsel employees and pursue disciplinary action.
5. Evaluate existing and new buildings/projects in King County for conformance/compliance with King County Fire Code and other state, federal, and local regulations. Assist staff in complex or unusual code applications or procedures. Serve as ex-officio member of the Fire Code Appeals Board. Assist the Prosecuting Attorney's Office on litigation issues.
6. Serve on the department senior management team. Participate in or initiate process improvement teams as needed.
7. Meet with King County fire districts, fire departments, and fire service-related organizations, representing King County and DDES at national, state & county level.
8. Ensure Fire Marshal's Office meets obligations as identified in the County's disaster response plan. Respond to callout by Director during an emergency. Assist in the development of the Department's emergency plan.

REQUIRED KNOWLEDGE AND SKILLS:

- Experience in the administration and enforcement of fire codes.
- Experience in strategic planning, implementing business plans, monitoring performance, developing and maintaining budget.
- Experience in local, state and national regulatory development and systems and code development processes, legislative processes, and basic legal principles.
- Knowledge of fire prevention principles, methods and systems.
- Knowledge of construction materials and methods.
- Strong oral communication skills; ability to make presentations to public, elected officials and the media; skill at mediation and negotiations.
- Ability to create and maintain partnerships with regional fire protection agencies.
- Customer service techniques; interpersonal skills; dealing with difficult people; skills working with both internal and external customers.
- Organizational skills; ability to delegate work; set priorities and performance goals; coordinate multiple projects and teams.
- Skill at employee coaching and counseling; able to motivate staff; correct unwanted behavior; investigate potential disciplinary actions.
- Skill at researching, analyzing and resolving complex issues involving code issues, business performance and legal issues.
- Skills at writing both to internal staff and external customers; ability to prepare complex technical written material; ability to communicate complex issues in nonprofessional terms.

MINIMUM QUALIFICATIONS:

- Bachelor Degree in fire science, engineering, or closely related field, or equivalent combination of training and experience, including knowledge of fire sciences such as: fire behavior, fire codes, hazardous materials, fire prevention systems
- 5 or more years experience in fire plan review or inspections, including knowledge of building permit process, plan review methods, inspection techniques, code enforcement process
- 7 or more years experience in supervision or management, including knowledge of supervisory techniques, labor/employment laws, employee development techniques, ADA, FLSA, employee counseling and discipline and worker safety programs
- The ability to obtain a current Washington State Driver's license

DESIRABLE QUALIFICATIONS:

- Current applicable certifications: Building Code, Fire Code, Plans Reviewer, Inspector, Investigator, State Fire Protection Engineer, and others